

TO : IPIC

DATE: 15 Sept. 64

FROM : Chief, Engineering Section/CB/PD/OL

SUBJECT: Inspection Under Contract No. [REDACTED] Task Order [REDACTED]

25X1

Requisition No. 5500-8502-65 Voucher No. 65-100,022

Contractor: [REDACTED]

25X1

Item: Services

1. Your Office is responsible for performing inspection duties under the subject Contract. As a part of this responsibility, it is requested that you arrange to monitor the Contractor's performance at his facility and determine whether or not the quality standards of the Contract are being met. It is also requested that you authenticate the need for the proper use of any Government Furnished Property made available to the Contractor in accordance with the Contract.

2. To assist in our evaluation of this Contractor's capability and performance, it is requested that you forward to us a report of each inspection visit to the Contractor's facility. Both the interim reports and the final report should include information relative to the contractual provisions for delivery and expenditure, as well as your judgment of the Contractor's overall performance. The final report should be in narrative form and should include a statement certifying that all deliverable items listed in the contract have been received.

3. Reports that indicate overall performance as unsatisfactory or barely adequate should support such evaluations with detailed explanations of the specific discrepancies and the corrective action which is being taken. Reports should be submitted at intervals of no more than sixty (60) days so that reimbursement may be made on the basis of a current evaluation of performance by the Contractor. Inspection Report Form 1897 may be used for interim reports. A narrative report is requested for the final report.

4. Unless a current inspection report is available in our files, it will be necessary to withhold payment on the Contractor's invoices until such time as this deficiency is corrected.

5. You are requested to indicate your acceptance of this inspection responsibility by filling in the space below on one copy of this memorandum and returning it to us in Room 1524 Quarters Eye.

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25X1OL/PD/CE/ES, [REDACTED]

(1524 Quarters Eye)

S E C R E T
(When Filled In)

Declass Review by NGA.